

# Jay County Manufacturing Academy Internship Program



2015-2016

## Program Overview<sup>1</sup>

The State of Indiana awarded the Jay School Corporation a curriculum grant to launch an advanced manufacturing and logistics (AML) high school internship program which is fully compliant with state and federal insurance and labor laws. This program uses an industry-driven framework that allows for broad based implementation across all manufacturing employers in Jay County. Called the “The Jay County Manufacturing Academy,” the goal of the program is to aid manufacturing and logistics (AML) students wishing for a skilled job in AML to become employees or post-secondary students in the AML field.

### PROGRAM HIGHLIGHTS

- Interns must be 16 years old or older and must be currently enrolled in, or have recently completed, the Introduction to Manufacturing course at Jay County High School.
- Internships are part time and will last 18 weeks (one school semester), and take place during the spring and fall of each school year. Companies may arrange for an alternate summer schedule.
- The Jay School Corporation will provide a dedicated internship coordinator to help students and employers complete the internship process from start to finish.
- Internships may be paid or unpaid.
- Employers will provide impactful AML-specific experiences to participating students.
- As a part of the program, each semester cohort of students will attend two intern meetings where they will be coached on careers and become a part of an AML youth community.

## Program Background

In partnership with the Jay County Manufacturers our primary objective is to address the advanced manufacturing and logistics workforce needs in Indiana, “upskilling” the current and emerging workforce to keep Hoosier companies competitive. Two factors impact this need the most: Baby-boomer retirements translate into years of industry experience walking out the door, and the changing face of the industry means that companies need new hires that have more than just a high school diploma.

Unfortunately, like many “behind-the-scenes” jobs, manufacturing and logistics careers are mostly invisible to today’s youth. And, students who are aware of these fields often have outdated impressions that center on rote repetition and forklifts, not computers and problem-solving. This presents a challenge to companies: Where do you find skilled workers for high-paying jobs if the emerging

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<sup>1</sup> The Jay County Manufacturing Academy Internship Handbook is formatted to the CONEXUS INTERNS Program Framework, Summer 2015

workforce doesn't know these jobs exist – or worse, has incorrect information about industry opportunities?

To address issues like these, the Jay School Corporation created the Jay County Manufacturing Academy to offer manufacturing courses at Jay County High School with enrollment of 50 students in its first year. Considerable financial support was provided by several Jay County Manufactures to establish the Academy. Financial supporters included:

FCC- Indiana  
Poet Biorefining  
Penville Custom Cabinetry  
Ft. Recover Industries  
Sonoco  
Tyson Mexican Original  
Weaver Popcorn

Recently, Jay County Manufacturing Academy worked with Ivy Tech Community College and industry to offer a one-year, 33 credit hour certificate in Advanced Manufacturing and Production. This one-of-a-kind agreement allows students to earn one year of college credit in Advanced Manufacturing prior to graduating high school. The Jay County Manufacturing Academy also collaborates with the John Jay Center for Learning to provide training to the incumbent manufacturing workforce in Jay and surrounding counties by sharing equipment, facilities and instructors.

With the Jay County Manufacturing Academy established in the 2014-2015 school year, the challenge now rests in turning these students into AML employees. That's where the Jay County Manufacturing Academy Internship Program comes in. Jay County Manufacturing Academy interns are students who've been identified by their school as having a strong AML acumen and interest in the industry. Companies then choose from this pool of students to complete a 18-week AML-focused internship. Hosted at industry facilities, Jay County Manufacturing Academy interns will have the opportunity to apply what they've learned in the classroom, update their impressions of the industry as a whole, network with local employers, and potentially earn good money in the process. The benefit to the company is obvious: Companies get the chance to see the best and brightest potential employees in action. And the student benefits are just as compelling: Interns can leverage their internship experience into high-tech, high-wage AML careers.

## Student Selection Process

The goal of the Jay County Manufacturing Internship Program is to improve the rate at which Hoosier Advanced Manufacturing & Logistics (AML) students become Hoosier AML employees. To that end, interns are selected through a competitive process designed to identify and support those students who a) have demonstrated or are currently demonstrating proficiency in AML-related coursework, and b) have a true interest in an AML career. To ensure that the students who can best benefit from the experience are selected, and to ensure that participating companies receive interns who are serious about this opportunity, potential interns must meet the following qualifications.

- Be at least 16 years old



- Be a junior or senior in high school
- Have an attendance rate of 95% during the first semester of the current school year
- Have a cumulative GPA of 2.0 or better on a 4.0 scale
- Have a 3.0 GPA (on a 4.0 scale) in AML-related courses
- Be enrolled in or have successfully completed Hire Technology Introduction to Manufacturing course at Jay County High School.
- Be referred by school personnel (Manufacturing Teacher)
- Provide transportation to and from the internship site
- Have a strong interest in pursuing additional education or careers in manufacturing or logistics after high school
- Have a strong work ethic, strong communication skills, and a desire to learn

## Internship in Action: Best Practice

It is common for companies to develop short term projects for interns to complete. These projects should be related to manufacturing or logistics (avoid copying and filing tasks) and allow the intern to apply previous knowledge while learning on the job. Some possible examples of projects are listed below:

- » Safety Audits
- » MSDS Review
- » Quality Inspections
- » Inventory Cycle Counting
- » CAD Design
- » Receiving
- » Picking
- » Packing
- » 5S Implementation
- » Kaizan Event Participation
- » Process Review
- » Freight Cost Analysis
- » Quoting
- » ERP System Management
- » WMS/TMS Management
- » Planning & Scheduling
- » Physical Inventory Taking
- » Fixed Asset Counting

# High School Interns in AML Facilities: Busting the Myths

Manufacturing and logistics companies are often slow to hire student interns. When asked why, companies often refer to perceived insurance restrictions or undefined legal ramifications. But the simple truth is this:

**There are clear laws explaining how it can be done, and getting it done is easy.** To make it even easier, Jay Manufacturing Academy Internship program policies have been written to meet or exceed all state and federal requirements wherever applicable. What follows is a list of common myths followed by the actual state of affairs.

## MYTH: STUDENTS UNDER 18 YEARS OLD AREN'T ALLOWED TO WORK IN MANUFACTURING OR LOGISTICS FACILITIES

Interns can complete meaningful work that benefits both the student's learning objectives and the host company. In fact, the "Child Labor Provisions for Nonagricultural Occupations under the Fair Labor Standards Act," published by the US Department of Labor specifically allows students to operate a number of machine tools with proper training.

### Milling Function Machines

- Horizontal Milling Machines
- Vertical Milling Machines
- Universal Milling Machines
- Planer-type Milling Machines
- Gear Hobbing Machines
- Profilers
- Routers

### Turning Function Machines

- Engine Lathes
- Turret Lathes
- Hollow Spindle Lathes
- Automatic Lathes
- Automatic Screw Machines

### Planing Function Machines

- Planers
- Shapers
- Slotters
- Broaches
- Keycasters
- Hack Saws

### Grinding Function Machines

- Grinders
- Abrasive Wheels
- Abrasive Belts
- Abrasive Disks
- Abrasive Points
- Polishing Wheels
- Buffing Wheels
- Stroppers
- Lapping Machines

### Boring Function Machines

- Vertical Boring Mills
- Horizontal Boring Mills
- Jig Borers
- Pedestal Drills
- Radial Drills
- Gang Drills
- Upright Drills
- Drill Presses
- Centering Machines
- Reamers
- Honers

Of course, there are a few restrictions to the type of work that interns can complete in manufacturing facilities. Interns are prohibited from setting-up, adjusting, repairing, oiling, cleaning, operating, or helping to operate the following power-driven metal forming, punching, and shearing machines, including those with automatic feed and ejection. Interns are prohibited from setting-up, adjusting, repairing, oiling, cleaning, operating, or helping to operate the following power-driven metal forming, punching, and shearing machines, including those with automatic feed and ejection:

- All rolling machines, such as beading, straightening, corrugating, flanging, or bending rolls; and hot or cold rolling mills.
- All pressing or punching machines, such as punch presses except those provided with full automatic feed and ejection and with a fixed barrier guard to prevent the hands or fingers of the operator from entering the areas between the dies; power presses; and plate punches.
- All bending machines, such as apron brakes and press brakes.
- All hammering machines, such as drop hammers and power hammers.
- All shearing machines, such as guillotine or squaring shears; alligator shears; and rotary shears.

## MYTH: STUDENTS CAN ONLY WORK FOR A FEW HOURS A DAY.

The Jay County Manufacturing Academy Internship Program is open to students 16 years or older; therefore, students can work 8 hours per day up to 30 hours per week and be in compliance with federal law. Interns can work these hours 6 days per week between the hours of 6:00am and 10:00pm. To be in compliance with the law employers must:

- Post the Teen Work Hours Restrictions poster (Appendix B)
- Provide one or two documented breaks totaling 30 minutes when interns are scheduled to work six or more hours

Additionally, students can work up to 9 hours per day and 48 hours per week with parental permission. Parental permission can also extend the intern's workday from 6:00am until 12:00am. To extend the internship hours, companies must have the "Written Parental Permission for Additional Work Hours for 16- and 17-Year-Olds" (Appendix C) on file. Employers must have this parental permission on file for students to work the recommended 40 hours per week outlined in the framework.

## MYTH: GETTING A WORK PERMIT IS DIFFICULT

Employees who are under the age of 18 must have a valid work permit. Most of the work to get the permit actually rests with the intern candidate. All the company must do is:

1. Complete an "Intention to Employ/A1" form (Appendix A) and give it to student at the time an offer is made.
2. The student will take "Intention to Employ/A1" form to their school and submit it.
3. The student will receive the work permit from their school.
4. Collect the work permit from the student and keep it on file.

## MYTH: PARENTAL SIGNATURES ARE A BARRIER TO INTERN EMPLOYMENT

Before your selected candidates begin work, they may need to complete company-specific paperwork and/or testing. When hiring minors, parental signatures are often needed, but this issue can be addressed. Some companies find this process very manageable and handle it in-house. Other companies use the services of a temp agency or a local WorkOne.

These services include:

- Background checks
- Drug screening
- Completion of pre-employment paperwork, including non-disclosure agreements, code of conduct information, etc.

## MYTH: I'LL HAVE TO CREATE A NEW CODE OF CONDUCT TO DEAL WITH THESE STUDENTS

Interns are employees of your company and should be held to the same conduct standards as all other employees. As a result, most companies will find that using its existing code of conduct and employee onboarding for interns is appropriate.

## MYTH: KIDS CAN'T LEARN ANYTHING HERE IN JUST 18 WEEKS

The Jay County Manufacturing Academy Internship Program was created to build awareness, not necessarily proficiency. A 18 week internship allows for students to receive a broad experience in a manufacturing or logistics facility. As a result, the core competencies to be developed through the internship are based on career development and work skills. Below is a basic list of competencies that can be developed through this high school intern program.

- Basic manufacturing processes
- Overview of the supply chain
- Structure and adaptability in the workplace
- Lean principles
- Communication
- Professionalism
- Abiding by a code of conduct/rule following in the workplace
- Global business etiquette
- How to set and achieve goals
- Attention to detail
- Career path awareness
- Confidence and courage
- Business presentation skills
- IT Systems

## I've Hired Interns. Now What?

### INTERN ONBOARDING

Proper onboarding of interns is crucial to a successful program. Many companies follow the same procedures to onboard interns as they use for their full-time employees, because interns should have the same knowledge of the company and safety regulations as any employee of the business. In addition, it is important to keep in mind that this may be an intern's first real work experience, so addressing issues such as when to ask questions, how to work with their supervisor, or the procedures for taking breaks/lunch are never too small to cover. During onboarding, host companies should:



- Provide an overview of the company and its history
- Outline the hours interns are expected to work
- Review company policies (employee handbook), including the dress code
- Talk about the importance of ethics in the organization
- Introduce interns to their supervisor
- Indicate the location of supplies and other resources
- Discuss specific responsibilities and deadlines
- Explain the importance of intern projects to the company
- Safety training is another key component of the onboarding process. Interns should complete training similar to full-time employees. Some concepts that should be covered in safety training are:
  - Personal Protective Equipment
  - Proper Lifting
  - Hazardous Communication
  - Machine Guarding
  - Lock Out/Tag Out
  - Fire Safety

It is also important to orient students and get them started on their assignments so they can have a sense of purpose as early as their first day.

## COHORT MEETINGS

All Jay County Manufacturing Academy Interns are expected to participate in two cohort meetings during their internship. These cohort meetings will bring together all interns within the Academy Internship Program. These meetings will provide Jay County Manufacturing Academy Interns with the opportunity to develop teamwork and communication skills, as well as an opportunity to work on interviewing and resume writing. The cohort meetings will also help build a sense of community among students. Too often, students who are interested in AML find themselves without a peer group that encourages their career goals. Cohort meetings will help create a supportive network.

## BEST PRACTICE: EXPOSE STUDENTS TO ALL FACETS OF THE COMPANY

Internships not only give students work experience and training, but also serve as a career awareness opportunity. Even if interns will only be working in a specific department during the summer, having an overview of the operations of each department in the company can help students determine the best career path for their future. Having each department manager explain the role of his department and how it impacts the overall company can add tremendous value to the internship experience.

## BEST PRACTICE: PROVIDE INTERNS WITH A MENTOR

Mentors are not required when hosting interns, however they can play an important role in the development of interns into well-prepared full-time AML employees. For many interns, their experience with you will be their first job. As a result, many students don't know the proper way to behave in a workplace, when to make suggestions, or how to receive feedback. A mentor can help develop these skills and make students more prepared and marketable for a career after high school. Mentors are also responsible for providing interns with constructive feedback throughout the internship experience.

There are two schools of thought regarding who can best serve as a mentor:

1. To provide interns with an outside perspective, and to offer guidance on how best to interact with their supervisor, the mentor should not be the intern's supervisor. The mentor can be any other employee in the facility who is comfortable and excited to work with a high school student.
2. Because the intern's supervisor gets an in-depth look at his or her work habits, attitude, and skills, some think that supervisors are a natural fit to serve as mentors. If this is the route your organization chooses, it is important to keep in mind that high school interns will require more development than a full-time employee, and it is crucial that the person in this role understands that responsibility.

Regardless of the mentor model you choose, consider the following:

- It is common for programs in which adults work with minors to ensure that the adults have passed a background check.
- Interns often feel more comfortable with a mentor who is close to their age.
- Mentors often serve as confidants and should be confident in that role.
- Mentors are often chosen by a company as a way to develop existing staff into future leaders.
- Mentors should provide feedback about the overall internship experience to both the student and the company. This feedback is crucial in the development of the student, but it is equally important to the company so that it can develop best practices and identify areas for improvement.

# Appendices

## APPENDIX A:

Intention to Employ/A1

## APPENDIX B:

Teen Work Hour Restrictions

## APPENDIX C:

Jay School Corporation Work Based Learning Training Agreement Form

# APPENDIX A:

## Intention to Employ/A1





# INTENTION TO EMPLOY / A1

State Form 896 (R6 / 6-99)

NOTE: This card must be presented by the minor to the issuing officer in their school before a certificate will be issued. For employer's protection, the minor must also present an acceptable proof of age to obtain an employment certificate. The hours minor may work are shown on the reverse side.

Name of minor ( <i>intend to employ</i> )			Date
Residential street address			City, state, ZIP code
Hours per day ( <i>appr.</i> )	Days of week ( <i>appr.</i> )	Hours per week ( <i>appr.</i> )	Is minor on school-directed Vocational Education Program with your firm? Yes <input type="radio"/> No <input type="radio"/>
List exact duties			
Name of business		Telephone no.	Type of business ( <i>Mfg., Process, Retail, Restaurant</i> )
Street address		City, state, ZIP code	
Signature of employer's rep.		Signature of minor	Signature of parent or guardian

PLEASE CHECK ADDITIONAL JOB AND HOUR RESTRICTIONS IN FEDERAL LAW WITH THE WAGE AND HOUR OFFICE, U.S. DEPARTMENT OF LABOR, NEAREST YOU.  
For more information, contact Indiana Department of Labor, 402 W. Washington St., Rm. W195, Indianapolis, IN 46204. (Telephone: 317-232-2675 / TT Voice 1-800-743-3333)

**PROHIBITED OCCUPATIONS (UNDER 18)**  
**NO MINOR UNDER THE AGE OF 18 MAY BE EMPLOYED IN ANY OCCUPATION DEEMED PROHIBITED UNDER THE CHILD LABOR PROVISIONS OF THE FEDERAL FAIR LABOR STANDARDS ACT.**

\* Requires written permission of parents  
on file with employer.

- 8 hours per school day
- 9 hours per school day\*
- 30 hours per school week
- 40 hours per school week\*
- 48 hours per school week\*
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- Until 11:30 p.m. on school nights\*
- Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week\*
- Not more than 6 working days per week

**AGE 17 - Restricted to:**

**HOURS OF LABOR (UNDER 18)**

- 3 hours per school day
- 8 hours per school day
- 18 hours per school week
- 40 hours per school week
- No work BEFORE 7 a.m. or AFTER 7 p.m. except 9 p.m. from June 1 through Labor Day (*time depends on local standards*)
- AGE 16 - Restricted to:**
- 8 hours per school day
- 9 hours per school day\*
- 30 hours per school week
- 40 hours per school week\*
- 48 hours per school week\*
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- Until midnight on nonschool nights\*
- No more than 6 working days per week



## WRITTEN PARENTAL PERMISSION FOR ADDITIONAL WORK HOURS FOR 16 AND 17 YEAR OLDS

State Form 48409 (RS / 9-11)

**INSTRUCTIONS:** This form is to be completed by the parent and kept on file at the minor's place of employment. Parents must initial the choices below. Check marks will not be accepted.

I am the parent or legal guardian of:

Name of minor

As parent or guardian, I give the above named minor permission to work the following hours

(Initial all that apply):

(Initials) if 16 years of age, work until midnight on nights not followed by a school day.

(Initials) if 17 years of age, work until 11:30 pm on nights followed by a school day.

(Initials) if 17 years of age, work until 1:00 am on two non-consecutive nights per week that are followed by a school day.

(Initials) if 16 or 17 years of age, work up to nine (9) hours on any day.

(Initials) if 16 or 17 years of age, work up to forty (40) hours during a school week.

(Initials) if 16 or 17 years of age, work up to forty-eight (48) hours during a non-school week.

Printed name of parent or guardian

Signature of parent or guardian

Date (month, day, year)



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(Initials) if 16 or 17 years of age, work up to forty (40) hours during a school week.

(Initials) if 16 or 17 years of age, work up to forty-eight (48) hours during a non-school week.

Printed name of parent or guardian

Signature of parent or guardian

Date (month, day, year)



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(Initials) if 16 or 17 years of age, work up to forty (40) hours during a school week.

(Initials) if 16 or 17 years of age, work up to forty-eight (48) hours during a non-school week.

Printed name of parent or guardian

Signature of parent or guardian

Date (month, day, year)



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(Initials) if 17 years of age, work until 1:00 am on two non-consecutive nights per week that are followed by a school day.

(Initials) if 16 or 17 years of age, work up to nine (9) hours on any day.

(Initials) if 16 or 17 years of age, work up to forty (40) hours during a school week.

(Initials) if 16 or 17 years of age, work up to forty-eight (48) hours during a non-school week.

Printed name of parent or guardian

Signature of parent or guardian

Date (month, day, year)

# APPENDIX B:

## Teen Work Hour Restrictions

# TEEN WORK HOUR RESTRICTIONS

Employers of minors who are 14, 15, 16 or 17 years of age are required by law to post the maximum number of hours that minors may be permitted to work in each day of the week. The information must be posted in a conspicuous place or in places where notices are customarily posted. For additional copies of this poster or for further information, please visit [www.in.gov/dol/childlabor.htm](http://www.in.gov/dol/childlabor.htm).

## **14 and 15 year olds**

- 3 hours per school day
- 8 hours per non-school day
- 18 hours per school week
- 40 hours per non-school week
- No work before 7:00 a.m. or after 7:00 p.m.
  - ▶ 14 and 15 year olds may work until 9:00 p.m. from June 1 to Labor Day

## **17 year olds**

- 8 hours per day
- 9 hours per day\*
- 30 hours per week
- 40 hours per school week\*
- 48 hours per non-school week\*
- No more than 6 working days per week
- No work before 6:00 a.m. on school days
- Until 10:00 p.m. on nights followed by a school day
- Until 11:30 p.m. on nights followed by a school day, or\*
- Until 1:00 a.m. on nights followed by a school day\*
  - ▶ Minors may not work until 1:00 a.m. on consecutive nights and not more than two school nights per week

## **16 year olds**

- 8 hours per day
- 9 hours per day\*
- 30 hours per week
- 40 hours per school week\*
- 48 hours per non-school week\*
- No more than 6 working days per week
- No work before 6:00 a.m.
- Until 10:00 p.m. on nights followed by a school day
- Until 12:00 a.m. on nights not followed by a school day\*

\* Requires written parental permission. This permission must be on file with employer at the location where the minor is working.

## **BREAK REQUIREMENTS FOR MINORS**

Workers under the age of 18 must receive one or two breaks totaling 30 minutes when scheduled to work 6 or more consecutive hours (e.g. two breaks of 15 minutes each or one 30 minute break). The employer must maintain a break log for all workers under the age of 18.

## **WORKING BEFORE 6:00 A.M. OR AFTER 10:00 P.M.**

Workers under the age of 18 must be accompanied by a co-worker who is at least 18 years of age when working before 6:00 a.m. or after 10:00 p.m. in an establishment that is open to the public.

## **WORKING DURING SCHOOL HOURS**

14 and 15 year olds may not work on a school day after 7:30 a.m. and before 3:30 p.m. 16 and 17 year olds may only work during school hours if the employer has written permission issued by the school that the minor attends.

## **GRADUATES / WITHDRAWN FROM SCHOOL**

16 and 17 year olds who have withdrawn from school or who have graduated from high school or a high school equivalency are not subject to the hour restrictions listed above.

**Indiana Department of Labor / Bureau of Child Labor**  
402 West Washington Street, Room W195, Indianapolis, Indiana 46204  
Phone: (317) 232-2655 • Fax: (317) 234-4449 • TT Voice: 1-800-743-3333  
E-Mail: [childlabor@dol.in.gov](mailto:childlabor@dol.in.gov) • Web: [www.in.gov/dol/childlabor.htm](http://www.in.gov/dol/childlabor.htm)





APPENDIX C:  
Jay School  
Corporation Work  
Based Learning  
Training Agreement  
Form

**Work Based Learning Training Agreement**  
**Jay County High School**  
**2072 West S.R. 67**  
**Portland, IN 47371**  
**(260)726-9306**

Student Name \_\_\_\_\_ Job Title: \_\_\_\_\_

Address \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Cell (     ) \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_

Supervisor Name or Title \_\_\_\_\_

Address \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Cell (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

Email Address \_\_\_\_\_

Agreement Begins: \_\_\_\_\_ Agreement Ends: \_\_\_\_\_

**General Criteria:**

1. The internship is for the benefit of the student-learner
2. The student-learner does not displace regular employees, but works under their close observation.
3. The business understands that the business does not derive any immediate advantage from the activities of the student-learner, and on occasion its operations may actually be impeded.
4. The student-learner is not automatically guaranteed a job at the conclusion of the internship period.
5. The business and the student-learner understand that the intern is/is not entitled to wages and shall not receive the same for the time spent in training.
6. A student-learner who is released from the internship by the site supervisor/mentor for a justified reason may be dropped from the program.
7. The site supervisor/mentor and the school will provide instruction and experiences at the internship site that will provide the student-learner with skills and attitudes necessary for life-long learning, competitive employment, and continuous improvement.

**The Student-Learner agrees to:**

1. Perform the necessary tasks and follow instructions as given by the internship coordinator and/or business supervisor/mentor;
2. Abide by the regulations and policies of the business and the school;
3. Attend the related class as required;
4. Provide transportation to and from the assigned internship site;
5. Notify the internship coordinator and the site supervisor/mentor on days absent or late prior to starting time. (when possible);
6. Not report to the internship site on days absent from school;
7. File complete weekly reports on his/her activities as required.
8. Report to the internship coordinator as soon as possible when problems arise affecting his/her internship placement;
9. Study the student handbook and accept the conditions set forth therein;
10. Not hold the internship site liable for accidents or injuries sustained during training;
11. Dress appropriately for the school-related program as well as the internship;
12. Provide proof of medical and automobile insurance and a valid driver's license;
13. Support all activities related to the internship program, including the year-end recognition ceremony;
14. Refrain from using a personal cell phone for text messaging and/or personal calls;
15. Keep all matters confidential.

**The business agrees to:**

1. Assign a training supervisor who will evaluate and supervise the student-learner as agreed upon;
2. Provide training that will meet a pre-approved training plan;

3. Meet with the internship coordinator at periodic intervals to discuss the student-learner's progress;
4. Notify the internship coordinator in advance if plans are made to terminate or after the position of the student-learner;
5. Provide safety instruction for all tasks and duties to be performed that may present a possible safety hazard to the student-learner;
6. Provide compensation for any work done beyond the regular hours of the internship and only for said work beyond the regular hours;
7. Comply with all cooperative education student-learner applicable state and federal employment regulations, will provide student-learner equal opportunity, and will not discriminate on the basis of race, color, national origin, including limited English proficiency, sex, or handicapping conditions;
8. Adhere to the provisions of all state and federal child labor laws and existing labor-management agreements;
9. Evaluate the student-learner.
10. Business agrees to preferences to successful students interviewing.

**Jay County High School agrees to:**

1. Administer the program and provide necessary forms;
2. Provide specific and/or general related instructions;
3. Act as liaison between the parties of this agreement;
4. Maintain adequate records;
5. Notify the site supervisor/mentor in advance if the training status of the student-learner changes (when possible);
6. Make periodic contacts with the site supervisor/mentor to discuss student-learner's progress and to evaluate the training station;
7. Evaluate the student-learner and assign letter grades.

**The Parent or Guardian agrees to:**

1. Direct the student-learner in carrying out his/her responsibilities and to contact the internship coordinator, not the site supervisor/mentor, when problem or questions arise concerning the student learner's internship;
2. Provide insurance for the student-learner.
3. Not hold the business liable for any accidents or injuries sustained during the internship.

Student-Learner Signature _____	Date _____
Parent/ Guardian Signature _____	Date _____
Site Supervisor Signature _____	Date _____
Internship Coordinator Signature _____	Date _____

It is a policy of the Jay County High School not to discriminate on the basis of race,color,gender,veteran status, national origin, age limited English proficiency ,or disability in its programs or employment policies as required by the Indiana Civil Rights Law(I.C.22-9-1),Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX( Educational Amendments), and Section 504(Rehabilitation Act of 1973)

